



Sample Fundraising Letter

< YOUR AGENCY >

< YOUR ADDRESS >

< YOUR PHONE AND FAX NUMBERS >

< YOUR E-MAIL ADDRESS >

< DATE HERE >

< CONTACT NAME >

< ORGANIZATION NAME >

< ADDRESS >

Dear Mr./Mrs./Ms. Contact Name:

You can play a vital role in helping to prevent serious birth defects by promoting the use of folic acid in your community.

< YOUR AGENCY > along with < YOUR PARTNERS > would like to introduce to you < TITLE OF YOUR PROGRAM >. We're a nonprofit group dedicated to getting the word out about the benefits of folic acid, but we can't do it alone. We hope you'll seriously consider joining us to improve the health of our community's mothers and babies. The following is some background information to further acquaint you with our hopes for a folic acid awareness program.

The program's goal is to increase the number of women who know that taking folic acid daily can help reduce the incidence of some birth defects by up to 70 percent.

Across the country, 1 in every 1,300 pregnancies is affected by neural tube defects (NTDs) each year. In < YOUR COMMUNITY >, < NUMBER > babies are born with spina bifida. Women who take enough folic acid on a daily basis, before and after they become pregnant, can significantly reduce their chances of having a baby with an NTD. Even though there are several easy and inexpensive ways to get enough folic acid, the majority of women don't consume enough to prevent these serious birth defects. We would greatly appreciate any help you may be able to provide with any aspects of our campaign, including funding, in-kind services or volunteer time.

I know you have a large number of nonprofits requesting your assistance. < YOUR PROGRAM'S NAME > is one of the most important health issues for women of childbearing age today and needs the support of < ORGANIZATION > to get the message out effectively. Thank you in advance for any help you can provide.

Sincerely,

< YOUR NAME >

< YOUR TITLE >